

# AUTHORIZATION/REQUISITION FOR DRIVER INSTRUCTION FORMS

**INSTRUCTIONS:** Complete appropriate sections.  
 Please print in ink or type.  
 Retain a copy for your files and send the original to:

Occupational Licensing Section  
 P. O. Box 932342, MS L224,  
 Sacramento, CA 94232-3420

## SECTION 1: REQUESTER INFORMATION

NAME OF SCHOOL		CDS CODE (IF THIS FIELD IS LEFT BLANK, DMV MAY NOT PROCESS YOUR REQUEST)	SCHOOL I.D. NUMBER
NAME OF REQUESTER		REQUESTER'S PHONE NUMBER (       )	DATE OF REQUEST
SCHOOL'S MAILING ADDRESS (STREET, CITY, ZIP CODE) (CHECK BOX IF NEW MAILING ADDRESS) <input type="checkbox"/>			COUNTY
SCHOOL'S DELIVERY ADDRESS (IF DIFFERENT FROM MAILING ADDRESS) (STREET, CITY, ZIP CODE) (CHECK BOX IF NEW DELIVERY ADDRESS) <input type="checkbox"/>			COUNTY

**DO NOT USE P. O. BOX FOR DELIVERY ADDRESS**

These forms can be received between \_\_\_\_\_ and \_\_\_\_\_, from \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.  
MONTH DAY MONTH DAY

## SECTION 2: TO BE COMPLETED BY ALL REQUESTERS. CHECK ALL BOXES THAT APPLY.

- ☐ This is a secondary school teaching at the high school level.
- ☐ This is a public school authorized by the Department of Education.
- ☐ This school offers driver education and/or driver training as part of the full time curriculum to full time students enrolled in this school. (Education Code Sections 51202, 51210, 51220 and 48200).
- ☐ The driver education/driver training courses offered by the requester school must be maintained pursuant to Education Code Sections 51220(j), 51220.1, 51220.4, 51852, 51220.6 (for non-classroom courses offered by private schools only) and all applicable sections of Title 5 & 13 of the California Code of Regulations and pursuant to Vehicle Code Section 12814.6.

## SECTION 3: TO BE COMPLETED BY ALL PRIVATE SCHOOLS. CHECK ALL BOXES THAT APPLY.

- ☐ This is a private school as defined in Vehicle Code Section 492.
- ☐ This is a private secondary school that complies with Education Code Sections 33190 and 33191.
- ☐ Enclosed is a current copy of the "Affidavit of Private School" (R-4) filed with the Superintendent of Public Instruction as required by Education Code Section 33190.
- ☐ This is a private secondary school that teaches **classroom** driver education in compliance with Education Code Section 51220(j).
- ☐ This is a private secondary school that teaches **NON-CLASSROOM** driver education instruction including, but not limited to, Internet-based, correspondence, or other distance-learning courses, in compliance with Education Code Section 51220.6(c). Please check the appropriate box for the type of driver education curriculum used.
  - ☐ Department of Motor Vehicle's driver education curriculum under subdivision (f) of former Section 12814.8 of the Vehicle Code.
  - ☐ Driver education curriculum is educationally equivalent to the Department of Motor Vehicles. Please complete the Private Secondary Non-Classroom Driver Education Curriculum Certification form (DL 396B) and return with the request for certificate of completion.

**SECTION 4: ESTIMATED DRIVER EDUCATION/DRIVER TRAINING ENROLLMENT FOR UPCOMING SCHOOL YEAR (September thru August, including summer session.)**

	DRIVER EDUCATION ONLY (CLASSROOM)	DRIVER EDUCATION ONLY (NON-CLASSROOM)	DRIVER TRAINING ONLY (BEHIND-THE-WHEEL)	BOTH DRIVER EDUCATION AND DRIVER TRAINING	TOTAL
<b>ENROLLMENT</b>					

**SECTION 5: NAMES OF DRIVER EDUCATION/DRIVER TRAINING INSTRUCTORS EMPLOYED BY SCHOOL.**  
*Attach additional sheet if necessary.*

**NOTE:** An employee is a person who performs a service for another, expressed or implied, oral or written, paid or unpaid, where the employer has the power or right to control and direct the employee in the material details of how the work is to be performed. Employee includes independent contractors. If the employee does not possess a current California teaching credential, the employer must submit two sets of fingerprints of the employee to Department of Justice for the purpose of obtaining criminal record summary information.

[illegible]

## SECTION 6: CERTIFICATION STATEMENT AND SIGNATURE

***I certify under penalty of perjury under the laws of the State of California that the information entered by me on this form is true and correct.***

SIGNATURE \_\_\_\_\_

TITLE

DATE